

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Honoring California's Veterans



Classification: **Office Technician (Typing)**
\$2,598 - \$3,157
Permanent, Full-Time

Location: Farm and Home Purchases
Bond Finance and Investment Division
1227 "O" Street
Sacramento, California 95814

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. Eligible honorably discharged veterans are encouraged to apply. **SROA PROVISIONS APPLY.**

Duties and Responsibilities: *Under the general direction of the Chief of Bond Finance and Investment Division the incumbent performs the following duties:*

- Act as a receptionist for the Bond Finance and Investment Division. Perform various clerical duties. Arrange and schedule meetings or appointments. Organize and maintain computer files, and manage projects. Handle travel arrangements. Provide back-up assistance for the Farm and Home Administration receptionist.
- Type and ensure proficient spelling, punctuation, and other English skills. Exercise good customer service and interpersonal skills, tact and diplomacy in interaction with the public. Demonstrate good sound judgment, organizational abilities, inventiveness, and capability to work independently.
- Maintain correspondence log for controlled correspondence from the Agency Secretary's office and the Bond Finance Division.
- Operate personal computer to develop spreadsheets; write correspondence produce reports and documents. Enter and retrieve data.

Desirable Qualifications:

- Be very familiar with MS Word, Outlook, Excel, and be able to operate various office machines.
- Follow oral and written instructions and directions.
- Read and write English at a level required for successful job performance.
- Meet and deal tactfully with department staff and the public.
- Apply specific laws, rules and office policies and procedures.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
1227 O Street, Room 402
Sacramento, CA 95814
Attn: Juanita Rios-Ref M80# 109-06/07

Inquiries:
Voice: (916) 653-1984
TDD: (916) 653-1966

In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process.

Final Filing Date: Until Filled

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. PSNO: 831-453-1139-XXX RELEASED: 6.06.07